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fire safety know how

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

Project 1478

The Croft Preparatory School

Loxley Road

Alveston

Stratford-upon-Avon

CV37 7RL

Revision 0.1

September 2024



www.pyrology.co.uk

About

Pyrology Limited is an independent safety, fire and risk engineering practice. We analyse, quantify and advise on physical risks within the built environment and communicate with our client in a pragmatic and understandable way, whether they are a designer, enforcer, insurer, owner or occupier. Our services, whilst being varied, are always of high integrity, cost effective, and useful.

The Company's reputation has been built on a first-class service offered to its customers through the provision of fire and risk consultancy services that consistently meet the agreed specification, and which are suitable and sufficient for compliance with the relevant legislation. We operate an ISO 9001 certificated quality management system, and we are registered with BAFE's SP205 life safety fire risk assessment scheme, ensuring our competence.

This report has been prepared for double-sided printing.

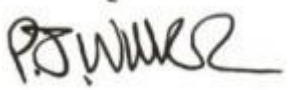
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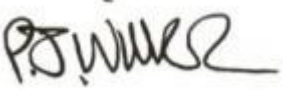
Project reference	1478
Title	Fire risk assessment, Croft
Client	The Croft School Limited Loxley Road Alveston Stratford-upon-Avon CV37 7RL
Consulting Engineers	Pyrology Limited Harborough Innovation Centre Airfield Business Park Market Harborough Leicestershire LE16 7WB

Version history

Revision	Date	Nature of changes
0.1	13/09/24	Draft issue

Release of report

Author	Dr Peter Wilkinson
Signature	
Qualifications	BEng (Hons) MSc EngD CEng CFIFireE CSci MIScT HonFIStructE
Date	13 September 2024

Validated	Dr Peter Wilkinson
Signature	
Qualifications	BEng (Hons) MSc EngD CEng CFIFireE CSci MIScT HonFIStructE
Date	13 September 2024

Introduction

Pyrology Limited was appointed by The Croft School Limited to conduct a fire risk assessment of their premises in Alveston.

The fire risk assessment process involved a visual survey of the building and a desktop analysis of the plans, policies and records relating to fire safety in order to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005.

This fire risk assessment report is based largely on the format promoted in 'PAS 79-1:2020, Fire Risk Assessment- Part 1: Premises other than housing. Code of practice'. PAS 79 is a nationally recognised document, prepared by the British Standards Institution in association with Colin Todd & Associates Ltd, which gives a recommended methodology for undertaking and recording the significant findings of fire risk assessments in buildings to which the legislation applies.

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

It should be noted that the purpose of this report is to provide an assessment of the risk to life from fire in these buildings, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. This report does not address the risk to property or business continuity from fire, unless specifically requested or advised.

Responsible person (e.g. employer) or person having control of the premises ⁽¹⁾	The Croft School Limited, represented on site by Barney Thornton, School Director.
Address of premises	The Croft Preparatory School Loxley Road Alveston Stratford-upon-Avon CV37 7RL
Assessor and Validator	Dr Peter Wilkinson
Persons consulted	Stuart Morris, Facilities Manager; and Steve Henderson, Estates Manager.
Date of fire risk assessment	2 September 2024
Date of previous fire risk assessment	August 2023
Suggested date for review ⁽²⁾	September 2025

⁽¹⁾ In accordance with current guidance, the duties of the Responsible Person / Primary duty holder are attributed to the body corporate, where not otherwise correctly assigned or clearly identified within the client organisation. The 'body corporate' will typically be the board of directors of the employer, the premises owner, or the organisation having control of the premises.

⁽²⁾ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

General information

1. THE PREMISES

<p>1.1 Number of floors</p>	<p>A range of several buildings, none of which are greater than two storey high.</p>
<p>1.2 Brief details of construction and layout</p>	<p>Originally a farm, the site was converted and extended to accommodate the school in the 1990s, with Mundell Court being the most recent construction in 2007.</p> <ul style="list-style-type: none"> ▪ Pre-prep and Little Crofters complex, single storey premises constructed from loadbearing masonry under pitched tiled roofs and plastic panel roofing over two areas; ▪ Theatre and Sports Hall complex, single storey (with first floor 'sound box' room) premises constructed from structural steel frame with masonry walls, under pitched roof supporting PV cells; ▪ Clock Tower complex, of traditional loadbearing masonry construction over two levels, with timber floor under pitched tiled roofs; ▪ Art room and Gym complex, of traditional loadbearing masonry construction over two levels, with timber floor, under pitched asbestos cement sheet roof; ▪ Quad complex, single storey premises of traditional loadbearing masonry construction under pitched tiled roofs; ▪ Main Offices and Principal's Accommodation, converted from a two-storey farmhouse of traditional loadbearing masonry construction under pitched tiled roofs; ▪ Dining Room, Kitchens and Library complex, of traditional loadbearing masonry construction over two levels, with timber floor under pitched tiled roofs; ▪ Swimming Pool, single storey premises under polycarbonate roof; and ▪ Mundell Court, of modern structural frame over two levels, with concrete floors under pitched tiled roofs. Mundell Court contains a passenger lift.
<p>1.3 Use of premises/occupancy</p>	<p>The site is occupied as a day school for 2 to 11 year old children. With two residential apartments (the Estates Manager flat within the Clock Tower complex and the Principal's residence within the Main Offices building), the rest of site is occupied during the daytime. Premises use are typical for a school including teaching classrooms, commercial kitchen and dining room, offices, theatre and sports facilities. The site operates a simultaneous evacuation strategy.</p>

2. THE OCCUPANTS

2.1 Approximate maximum number of employees at any one time:	106
2.2 Approximate maximum number of members of other occupants at any one time:	344 pupils.
2.3 Approximate total number of people present at any one time:	450

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1 Sleeping occupants:	Principal's family of 4; and Estates Manager's family of 3.
3.2 Disabled employees:	None
3.3 Other disabled occupants:	One pupil with mobility impairments, requiring a walking frame, subject to a Personal Emergency Evacuation Plan (PEEP).
3.4 Occupants in remote areas and lone workers:	None disclosed.
3.5 Young persons:	Primary-aged pupils.
3.6 Others:	Visitors and contractors on occasion.

4. FIRE LOSS EXPERIENCE

In 2018, the main kitchen suffered a fire. Investigation concluded that oil-laden cloths were being laundered, and residues of oil remained during tumble drying overnight. This resulted in a fire, detected by automatic fire detection, signalling to Alarm Receiving Centre (ARC) who alerted the on-site Estates Manager. The Fire and Rescue Service were called whom extinguished the fire. Extensive damage to the kitchen, dining room and first-floor offices resulted.

5. OTHER RELEVANT INFORMATION

The previous fire risk assessment includes actions that remain outstanding, particularly in relation to fire compartmentation. It is recommended that outstanding actions from the 2023 fire risk assessment are completed as a matter of urgency. **See Action Plan.**

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:	The Regulatory Reform (Fire Safety) Order 2005; The Fire Safety Act 2022; The Fire Safety (England) Regulations 2022.
6.2 The above legislation is enforced by:	Warwickshire Fire and Rescue Service.
6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):	Education Act 2005.
6.4 The legislation to which 6.3 makes reference is enforced by:	Ofsted, the Office for Standards in Education, conducts inspections of the school under section 5 of the Act.
6.5 Is there an alterations notice in force?	No
6.5 Comments:	None.

Fire hazards and their elimination or control

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin?	Yes
7.2 More specifically:	
Fixed installation periodically inspected and tested?	Yes
Portable appliance testing (where appropriate) carried out?	Yes
Suitable policy regarding the use of personal electrical appliances?	Yes
Suitable limitation of trailing leads and adapters?	Yes
7.3 Relevant information (including description of arrangements and deficiencies observed):	<p>The fixed electrical installations are inspected and tested in accordance with the requirements of <i>BS7671 Requirements For Electrical Installations</i> throughout the building, every five years, on a rolling annual programme. All portable electrical appliances are periodically inspected and tested by a competent person at the prescribed intervals or as recommended in accordance with HSE guidelines. Testing includes a system of equipment identification and record keeping, enabling all users to readily identify that the test status of equipment in use, is up to date. Items are tested annually. Generally, there was good management of use of extension cables observed, however, it is recommended that extensions are not used as permanent installations and that cube adapters are not used. See Action Plan. It is recommended that the residents of the two apartments are advised about electrical safety in the home. See Action Plan. Further information can be found here http://pyrl.gy/electrical.</p>

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking?	Yes
8.2 More specifically:	
Smoking prohibited on the premises?	Yes
Smoking prohibited in appropriate areas?	Not applicable.
Suitable arrangements for those who wish to smoke?	Yes
This policy appeared to be observed at time of inspection?	Yes
8.3 Relevant information (including description of arrangements and deficiencies observed):	Smoking is prohibited from site.

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable? ⁽²⁾	Yes
9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
9.3 Relevant information (including description of arrangements and deficiencies observed):	The perimeter of site is secured, and gate locked overnight. Wheeled waste bins are not stored close to any premises perimeter. External CCTV enhances security arrangements.

⁽²⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS

10.1 Is there satisfactory control over the use of portable heaters?	Yes
10.3 Are fixed heating and ventilation installations subject to regular maintenance?	Yes
10.3 Relevant information (including description of arrangements and deficiencies observed):	Three biomass-fuelled boilers feed water filled radiators. The biomass systems are owned and operated by a third-party, and they are inspected and serviced routinely by them. The boiler houses are kept clean and tidy. Portable heaters are used infrequently and were not seen at the time of assessment.

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking?	Yes
11.2 More specifically:	
Filters changed and ductwork cleaned regularly?	Not applicable.
11.3 Relevant information (including description of arrangements and deficiencies observed):	School meals are cooked in the commercial kitchen and served in the dining room. The kitchen includes an LPG gas fuelled range and oven. The extraction hood and associated ductwork are deep cleaned annually by a competent contractor as recommended by <i>TM-19 Guide to Good Practice - Internal Cleanliness of Ventilation Systems</i> annually, and the filters washed weekly by kitchen staff. A fixed fire-fighting system is installed to protect the range and hood. An appropriate F Class wet chemical portable fire extinguisher is provided, along with fire blankets. A gas hob and boiler is located in the Principal's apartment. The staff room includes a hot water boiler, microwave oven and a coffee machine. A small kitchen is in the Pre-prep complex

	for catering to nursery children. Other staff kitchenettes are located across site, with modest equipment.
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12. LIGHTNING

12.1 Do the premises have a lightning protection system?	Yes
12.2 Relevant information (including description of arrangements and deficiencies observed):	Lightning protection is provided to the Main Offices and Principal's accommodation building, and to the Pre-prep complex, in general accordance with BS EN 62305-1.

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate?	Yes
13.2 More specifically:	
Combustible materials appear to be separated from ignition sources?	Yes
Avoidance of unnecessary accumulation or inappropriate storage of combustible materials or waste?	Yes
13.3 Relevant information (including description of arrangements and deficiencies observed):	Plant rooms, voids and escape routes are generally kept clear from combustible storage and housekeeping was observed to a good standard.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Is there satisfactory control over works carried out in the building?	Yes
14.2 More specifically:	
Where appropriate, are fire safety conditions imposed on outside contractors?	Yes
Where appropriate, is a permit to work system used (e.g. for "hot work")?	No
Are suitable precautions taken by in-house maintenance personnel who carry out works?	Yes
14.3 Relevant information (including description of arrangements and deficiencies observed):	Contractor controls are in place. Risk assessments and method statements are required to be submitted for scrutiny prior to commencement of work, with comprehensive site induction and supervision. It is recommended that a hot work permit system is operated when needed, for example when repairs are carried out on the bituminous felt flat roof. See Action Plan.

15. DANGEROUS SUBSTANCES

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	Yes
15.2 If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	Not applicable
15.3 Relevant information (including description of arrangements and deficiencies observed):	It is likely that the modest storage of fuel would not require a DSEAR risk assessment.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

16.1 Hazards:	Fuel, pottery kiln, wood burner.
16.2 Relevant information (including description of arrangements and deficiencies observed):	An underground LPG tank stores the propane for use in the commercial kitchen and the Principal's apartment. It is maintained by the gas supplier, Flogas. A separate above-ground tank contains LPG but is no longer used since the introduction of biomass systems. It is recommended that the unused LPG installation is decommissioned and removed from site. See Action Plan. Biomass boilers are automatically fed from self-contained stores of wood pellets in each boiler house. Modest quantities of petrol and diesel are stored in jerry cans within appropriately banded COSHH cabinets, within a dedicated groundskeeping shed. A thermostatically controlled pottery kiln is serviced routinely. A log burner used in the Principal's apartment is subject to annual chimney/flue being swept.

Fire Protection Measures

17. MEANS OF ESCAPE FROM FIRE

17.1 It is considered that the premises are provided with reasonable means of escape in case of fire.	Yes
17.2 More specifically:	
Do staircase and exit capacities appear to be adequate for the number of occupants ⁽³⁾ ?	Yes
Reasonable distances of travel:	
Where there is a single direction of travel?	Yes
Where there are alternative means of escape?	Yes
Adequate provision of exits?	
Fire exits open in direction of escape where necessary?	Yes
Satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?	Yes
Satisfactory means for securing exits?	Yes
Suitable protection of escape routes?	Yes
17.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.	Yes
17.4 Relevant information (including description of arrangements and deficiencies observed):	<p>Escape from the two-storey elements are;</p> <ul style="list-style-type: none"> ■ Clock Tower complex- two protected stairs; ■ Art room- one protected stair and one external stair; ■ Principal's apartment- one protected stair; ■ Staff room- one protected stair; ■ Mundell Court- two protected stairs. <p>Final exits are provided at ground floor from most classrooms and elsewhere so that escape routes are in general accordance with prescribed guidance in terms of travel distance, exit width and protection. It is recommended that the alternative means of escape from the swimming pool is kept clear at all times. See Action Plan.</p>
17.5 Are the escape routes available for use and suitably maintained?	Yes
17.6 More specifically:	

Are fire-resisting doors maintained in sound condition and self-closing, where necessary?	Yes
Is the fire-resisting construction protecting escape routes in sound condition ⁽⁴⁾ ?	Yes
Are all fire exits easily and immediately openable?	Yes
17.7 Relevant information (including description of arrangements and deficiencies observed):	Each final exit is provided with a thumb-turn or push bar device, with appropriate signage. Single direction escape routes requiring specific protection are minimal, and largely restricted to the first-floor. It is recommended that a fire strategy drawing is produced to identify which doors are fire-resisting in order to assist with fire door maintenance. See Action Plan.

⁽³⁾ Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.

⁽⁴⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:	
compartmentation of a reasonable standard ⁽⁴⁾	Yes
reasonable limitation of linings that might promote fire spread.	Yes
18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ^{(4), (5)}	Not applicable.
18.3 Relevant information (including description of arrangements and deficiencies observed):	Fire resisting construction is provided to enclose places of particular fire hazard, such as plant rooms and stores, to separate the residential accommodation and to sub-divide the larger Pre-prep complex. It is recommended that the ground floor art store is enclosed with a fire resisting doorset to protect the means of escape from above. See Action Plan. It is recommended that the fire door at the base of the stairs to the Principal's apartment is not hooked open. See Action Plan. Linings are generally painted plasterboard or thin wall coverings which are suitable. Numerous notice boards with loose papers attached were observed, but deemed adequate as these are not located in corridors where there is no choice of escape route. All office and associated furniture appear to comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).

⁽⁴⁾ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁽⁵⁾ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided? ⁽⁵⁾	Yes
19.2 Relevant information (including description of arrangements and deficiencies observed):	There is emergency lighting provided throughout the building, generally in accordance with BS5266-1. Final exits are provided with emergency luminaires external to the doorway in most instances. It is recommended that all final exits are provided with emergency luminaires external to the doorway. See Action Plan.

⁽⁶⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices?	Yes
20.2 Relevant information (including description of arrangements and deficiencies observed):	Directional signage is generally provided throughout the buildings, to identify escape routes and final exits, in compliance with BS5499-1. Some final exits are provided with old-style EXIT text signs compliant with BS2560 which should have been replaced by December 1998. Whilst final exit signage has been supplemented with signs compliant with the European Signs Directive format, sign formats should not be mixed. Therefore, it is recommended that all obsolete final exits signs are removed, or converted to illuminated modern signs, consistent with the style used at other locations in the building. See Action Plan. Directional signage is generally provided to identify escape routes and final exits, in general compliance with BS5499-1. Appropriate fire action notices are displayed at manual call point locations, all completed with assembly point location details.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Reasonable fire detection and fire alarm system provided? ⁽⁶⁾	Yes
21.2 Remote transmission of alarm signals?	Yes
21.3 Is a zone plan displayed?	No
21.4 Relevant information (including description of arrangements and deficiencies observed):	The site is provided with an analogue addressable fire detection and alarm system. The control panel is located in the Main Office entrance lobby. It is recommended that a zone plan is provided next to

	<p>the fire alarm control panel. See Action Plan. Point detection is provided to corridors and most enclosed rooms opening onto escape routes, described to be to Category L3, as defined in BS5839-1, throughout the premises. New installations include radio-based devices which are yet to be finally commissioned. It is recommended that the fire alarm system is reviewed by a competent fire detection and alarm system designer as several deficiencies were observed, including;</p> <ul style="list-style-type: none"> ▪ Detection required in Little Crofters nursery kitchen, within Theatre kitchen and within sports hall; ▪ Detection design in Theatre inappropriate as not positioned in apex of roof; ▪ Detectors appear to have been inexplicably removed from the stairway leading to the Estates Manager's apartment; ▪ Obsolete manual call points need to be masked off, or removed, to avoid confusion. <p>See Action Plan</p>
<p>21.5 Relevant information on false alarm experience (if known):</p>	<p>Anecdotally, the fire alarm system is described as a reliable system.</p>

⁽⁶⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

<p>22.1 Reasonable provision of portable fire extinguishers?</p>	<p>Yes</p>
<p>22.2 Hose reels provided?</p>	<p>No</p>
<p>22.3 Are all fire extinguishing appliances readily accessible?</p>	<p>Yes</p>
<p>22.4 Relevant information (including description of arrangements and deficiencies observed):</p>	<p>A range of fire points, consisting of foam and CO₂ fire extinguishers are provided in suitable locations, in sufficient quantities, generally in accordance with BS5306-3. Fire blankets are also provided in suitable locations.</p>

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

<p>23.1 Type of system:</p>	<p>Kitchen range fire suppression.</p>
<p>23.2 Relevant information (including description of arrangements and deficiencies observed):</p>	<p>'Ansul' wet chemical fixed fire suppression system is installed to protect the cooking range and extraction hood in the commercial kitchen.</p>

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

24.1 Type of system:	Fire-fighting water supplies.
24.2 Relevant information (including description of arrangements and deficiencies observed):	There is no private hydrant on site and the school is located a significant distance from the public highway where the closest hydrant is likely. However, fire-fighting water is available from the swimming pool and the on-site pond.
24.3 Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?	Not applicable.
24.4 Relevant information (including description of arrangements and deficiencies observed):	Not applicable.
24.5 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?	Not applicable.
24.6 Relevant information (including description of arrangements and deficiencies observed):	Not applicable.

Management of fire safety

25. PROCEDURES AND ARRANGEMENTS

25.1 The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:	The Facilities Manager and Estates Manager
25.2 Fire safety at the premises is managed by: ⁽⁸⁾	The Principal and the Facilities Manager.
25.3 Is there a suitable record of the fire safety arrangements?	Yes
Relevant information (including description of arrangements and deficiencies observed):	Fire procedures and arrangements are documented in a Fire Safety Policy. It was most recently reviewed on 2 nd October 2023.
25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate ⁽⁹⁾ ?	Yes
More specifically:	
Are there adequate procedures for investigating fire alarm signals?	Yes
Are there suitable arrangements for summoning the fire and rescue service?	Yes
Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	Yes
Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes
Is there a suitable fire assembly point(s)?	Yes
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes
Relevant information (including description of arrangements and deficiencies observed):	Class teachers are responsible for evacuating the pupils under their control. The Principal takes control of any evacuation and year groups report to them. A dedicated member of staff is located at the gate to receive the Fire and Rescue Service.
25.5 Persons nominated and trained to use fire-extinguishing appliances?	Yes
Relevant information (including description of arrangements and deficiencies observed):	Fire marshals are nominated to use fire extinguishers and trained.
25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between dutyholders to ensure coordination of their fire safety arrangements?	Not applicable.

Relevant information (including description of arrangements and deficiencies observed):	None
25.7 Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	Yes
Relevant information (including description of arrangements and deficiencies observed):	PEEPs are developed as necessary.
25.8 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?	Yes
Relevant information (including description of arrangements and deficiencies observed):	None
25.9 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes
Relevant information (including description of arrangements and deficiencies observed):	None

⁽⁸⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

⁽⁹⁾ Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training?	Yes
More specifically:	
Are they trained on induction?	Yes
Are they given periodic refresher training?	Yes
Are they given additional training to cover any specific roles and responsibilities?	Yes
Is the content of training provided considered adequate?	Yes
Relevant information (including description of arrangements and deficiencies observed):	Staff meeting convened annually to serve as reminder of policies and procedures, including fire safety.
26.2 Are fire drills carried out at appropriate intervals?	Yes
Relevant information (including description of arrangements and deficiencies observed):	Drills are conducted once per term.
26.3 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided?	Yes

Relevant information (including description of arrangements and deficiencies observed):	None.
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27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises?	Yes
Relevant information (including description of arrangements and deficiencies observed):	Planned preventative maintenance regimes are in place for all critical items of plant.
27.2 Weekly testing and periodic servicing of fire detection and alarm system?	Yes
Relevant information (including description of arrangements and deficiencies observed):	Weekly tests are undertaken by staff. A competent contractor undertakes maintenance.
27.3 Monthly and annual testing routines for emergency escape lighting?	No
Relevant information (including description of arrangements and deficiencies observed):	It is recommended that emergency lighting monthly function testing is carried out. See Action Plan. A competent electrical contractor undertakes discharge testing annually.
27.4 Annual maintenance of fire extinguishing appliances?	Yes
Relevant information (including description of arrangements and deficiencies observed):	Fire extinguisher locations are inspected monthly. All extinguishers are serviced by a competent contractor, annually.
27.5 Periodic inspection of external escape staircases and gangways?	No
Relevant information (including description of arrangements and deficiencies observed):	The external stairs from the Art room require routine inspection for structural integrity and leaf debris removal. See Action Plan.
27.6 Six-monthly inspection and annual testing of hydrant mains?	Not applicable.
Relevant information (including description of arrangements and deficiencies observed):	None
27.7 Weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?	Not applicable.
Relevant information (including description of arrangements and deficiencies observed):	None
27.8 Weekly testing and periodic inspection of sprinkler installations?	Not applicable.
Relevant information (including description of arrangements and deficiencies observed):	None
27.9 Routine checks of final exit doors and/or security fastenings?	Yes
Relevant information (including description of arrangements and deficiencies observed):	All final exits routinely used.

27.10 Annual inspection and test of lightning protection system?	Yes
Relevant information (including description of arrangements and deficiencies observed):	Tested and maintained annually by competent contractor.
27.11 Other relevant inspections or tests:	Fire compartmentation and fire resisting doors.
Relevant information (including description of arrangements and deficiencies observed):	It is recommended that fire compartmentation (i.e. fire-resisting doorsets and fire-stopping) is routinely inspected, and any defects found, remedied. See Action Plan.
27.12 Other relevant inspections or tests:	Smoke vents.
Relevant information (including description of arrangements and deficiencies observed):	It is recommended that the smoke vents within Mundell Court are subject to routine function testing and maintained. See Action Plan.

28. RECORDS

28.1 Appropriate records of:	
Fire drills?	Yes
Fire training?	Yes
Fire alarm tests?	Yes
False alarms?	Yes
Emergency escape lighting tests?	Yes
Maintenance and testing of other fire protection systems?	Yes
Relevant information (including description of arrangements and deficiencies observed):	A fire folder and online record keeping are maintained.

Fire risk assessment

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequence of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Medium

In this context, a definition of the above terms is as follows:

- Low** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight

In this context, a definition of the above terms is as follows:

- Slight harm** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- Moderate harm** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme harm** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Tolerable

Comments:	This assessment matrix considers potential consequences of fire in relation to harm to life. Business interruption consequences may be required to be considered.
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A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

Action plan

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Tolerable



Priorities for remedial action are indicated as follows:





Priorities:




1. High.
2. Medium.
3. Low.



Suggested timescale:

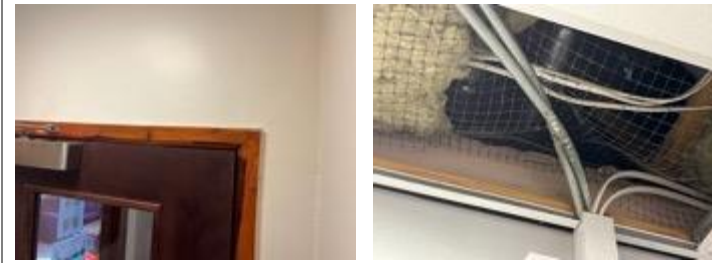

- A. Immediately.
- B. Short term.
- C. Medium term.
- D. Long term.

		Priority	Timescale	Date undertaken
1.	<p>It is recommended that outstanding actions from the 2023 fire risk assessment are completed as a matter of urgency.</p> 	1	A	
2.	<p>It is recommended that electrical extension cables are not used as permanent installations and that cube adapters are not used.</p> 	2	B	
3.	<p>It is recommended that the residents of the two apartments are advised about electrical safety in the home.</p>	2	B	

4.	It is recommended that a hot work permit system is operated when needed, for example when repairs are carried out on the bituminous felt flat roof.	2	C	
5.	It is recommended that the unused LPG installation is decommissioned and removed from site. 	2	C	
6.	It is recommended that the alternative means of escape from the swimming pool is kept clear at all times. 	1	A	
7.	It is recommended that a fire strategy drawing is produced to identify which doors are fire-resisting in order to assist with fire door maintenance.	2	B	
8.	It is recommended that the ground floor art store is enclosed with a fire resisting doorset to protect the means of escape from above. 	2	B	
9.	It is recommended that the fire door at the base of the stairs to the Principal's apartment is not hooked open. 	1	A	

<p>10.</p>	<p>It is recommended that all final exits are provided with emergency luminaires external to the doorway.</p> 	<p>2</p>	<p>B</p>	
<p>11.</p>	<p>Whilst final exit signage has been supplemented with signs compliant with the European Signs Directive format, sign formats should not be mixed. Therefore, it is recommended that all obsolete final exits signs are removed, or converted to illuminated modern signs, consistent with the style used at other locations.</p> 	<p>2</p>	<p>C</p>	
<p>12.</p>	<p>It is recommended that a zone plan is provided next to the fire alarm control panel.</p> 	<p>2</p>	<p>B</p>	

<p>13.</p>	<p>It is recommended that the fire alarm system is reviewed by a competent fire detection and alarm system designer as several deficiencies were observed, including;</p> <ul style="list-style-type: none"> ▪ Detection required in Little Crofters nursery kitchen, within Theatre kitchen and within sports hall; ▪ Detection design in Theatre inappropriate as not positioned in apex of roof; ▪ Detectors appear to have been inexplicably removed from the stairway leading to the Estates Manager's apartment; ▪ Obsolete manual call points need to be masked off, or removed, to avoid confusion. 	<p>1</p>	<p>B</p>	
				
<p>14.</p>	<p>It is recommended that emergency lighting monthly function testing is carried out.</p>	<p>2</p>	<p>B</p>	
<p>15.</p>	<p>The external stairs from the Art room require routine inspection for structural integrity and leaf debris removal.</p>	<p>2</p>	<p>B</p>	
				

<p>16.</p>	<p>It is recommended that fire compartmentation (i.e. fire-resisting doorsets and fire-stopping) is routinely inspected, and any defects found, remedied.</p>	<p>2</p>	<p>B</p>	
		<p>2</p>	<p>B</p>	
<p>17.</p>	<p>It is recommended that the smoke vents within Mundell Court are subject to routine function testing and maintained.</p>			
				

CERTIFICATE OF CONFORMITY

LIFE SAFETY FIRE RISK ASSESSMENT CERTIFICATE OF CONFORMITY



SSAIB Registered Provider: **LEIC054**

CERTIFICATE No. 9154284

This certificate is issued by the organisation named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

PART 1 - ISSUER DETAILS

Issuing Organisation Name Pyrology Limited

Bafe Registration no. 302010

PART 2 - CLIENT DETAILS

Customer's Name The Croft Preparatory School

Address
Loxley Road
Alveston
Stratford-upon-Avon
Warwickshire
CV37 7RL

PART 3 - CERTIFICATION DETAILS

Locations on premises to which this assessment applies The Croft Preparatory School

Scope and purpose of fire risk assessment Life safety

Effective date of assessment 02/09/2024 Review Date 02/09/2025

Unique reference no. 9154284

We, being currently a 'Certificated Organisation' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of the issuing Certified Organisation

Name: Peter Wilkinson

Job Title: Director

Date of Issue: 13/09/2024

Signature:



SSAIB (certification body) can be contacted at: 7 - 11 Earsdon Road, West Monkseaton, Whitley Bay, Tyne and Wear, NE25 9SX.
Tel: +44 (0) 191 296 3242 E-mail: certificate@ssaib.org Web: www.ssaib.org / www.ssaib.ie

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